COMMUNICATIONS & MANAGEMENT INSTITUTE
learning for life

Part time courses for full time success

EVENING CLASSES | ONLINE LEARNING











Your time to be a qualified success.

CMI, Communications & Management Institute, is a global education Institute offering specialised real industry part-time Diploma courses, which are internationally recognised.

So what school do you belong to?

- SCHOOL OF MANAGEMENT & HR
- SCHOOL OF PROJECT MANAGEMENT
- SCHOOL OF PROCUREMENT & SUPPLY
- SCHOOL OF FASHION & RETAIL
- SCHOOL OF CSI & CRIMINOLOGY
- SCHOOL OF HEALTH SAFETY & ENVIRONMENT



"Let me help you choose the right course''

Graham Moore, Admissions Officer

The Facts

91%
Of CMI students are in employment

82%*
Achieve Pass rates on their first attempt, ranking higher than any other institutes

57%
Receive a promotion or career change within one year of graduating

37
Great Qualifications, which are internationally recognised and industry specific

27
Accredited Qualifications which are recognised on the Framework of Qualifications

42
Industry qualified Lecturers, trained to teach you new approaches to succeed in a changing workplace

17
Great Places to Work partner with CMI to recruit qualified students directly

15,552
Students successfully qualified, since 2003

4.8
Is the typical review rating from graduates out of a maximum 5 star Facebook and Google review

* This is an average figure and can reduce the higher the level of the programme.

Pathways to be a Qualified Manager

Management Certificate

Plus Level 6 Component Award in Business Management

QQI 6N4310 - 15 Credits

3 months, 3 Practical Assignments.

A great foundation in Management which includes Business and Human Resources Management.

Sales Management Advanced Diploma

Plus Level 6 Component Award in Business Management

QQI 6N4310 - 15 Credits

3 months, 3 Practical Assignments, 1 Exam.

Learn the skills and theory to be an effective Sales Manager with real Business acumen and coaching expertise.

Business Management & Psychology Diploma

Plus Level 6 Component Award in Business Management

QQI 6N4310 - 15 Credits

6 months, 4 Assignments.

A great foundation Diploma in Business Management, Organisational Behaviour & Psychology.

Management Diploma (Graduate)

ATHE 600/3402/6

120 Credits

11 Months, 9 units, 8 Assignments and 1 Project.

A higher level Management qualification, deadline driven, which offers great career opportunities for graduates. Direct progression to Master's Degree.

To be an effective Manager is a journey, to be a Leader is to get to your destination.

Management Diploma

Course Overview:

- Develop your own personal leadership and management plan to achieve personal and organisational objectives.
- Learn to use leadership and management skills to improve motivation and performance of your team.
- Acquire a human resource management strategy and develop solutions to HR issues.
- Understand how to carry out strategic market analysis and how to implement a marketing strategy.
- Develop the skills required for analysing financial information and making decisions based on published financial information.
- Learn how to manage a project using a proven methodology.
- Develop analytical skills and research skills to manage the macro and micro economic environment.
- Develop an organisational strategic plan for improvement.
- Carry out independent research using appropriate research techniques for a major project.



"Implementing Strategy often involves taking the lead and careful execution"

John O'Toole, Academic Director

athe AWARDS FOR TRAINING AND HIGHER EDUCATION

Credits: 120

Level 8: Ireland
Level 6: England

Progression: Masters

Entry Criteria: : 2-3 year's business experience or level 6 -7 in similar related field

1 year, 9 modules, 15 + Assignments

1. Leadership & Management
2. Personal Leadership Plan
3. Strategic Marketing
4. HR Management
5. Financial Decision Making for Managers
6. Economics for Business
7. Project Management
8. Strategic Planning
9. Research Project

Deadline driven to get you the best results.

HR Management Advanced Diploma

Course Overview:

- Understand the processes of human resource development from HR Planning, Psychometrics, recruitment and selection to employment contracts and remuneration.
- Understand the importance of human resource development to an organizations success and at supervisory management level.
- Make a positive contribution to a human resource management department through application and knowledge.
- Develop practical HR skills on our interview and selection workshops.
- Develop core business management acumen and skills to integrate into the HR function.
- Enhance employment opportunities within the human resource management profession.



"Human resources is not just about who gets hired, but is developing talent for organisation success"

Josephine Gilroy, HR Business Partner

CMI
COMMUNICATIONS & MANAGEMENT INSTITUTE

Comprehensive HR Advanced Diploma Qualification

Plus Level 6 Component Award in Business Management

QQI 6N4310

Level 6: Ireland
Progression: Level 7

Entry Criteria: 1-2 year's business experience or level 5 qualification in similar related field

1 year, 8 modules, 7 exams

1. Human Resource Development - 1
2. Human Resource Development - 2
3. Recruitment & Selection
4. Training & Development
5. Business Management QQI
6. Employee Relations
7. Management Theory & Practice
8. Business Law (Republic of Ireland)

Project Management

"Project Management done correctly, can be comprehensively integrated into your workflow for maximum effectiveness"

Bernard Hamill, Senior Project Manager & CMI lecturer



PMP® & CAPM® Certification

PMP® or CAPM®
Global Industry Credential

***Plus* Project Management Level 6**
QQI 6N4090 Component Award

14 weeks, 2 Qualifications,
Non Bootcamp Approach

PMP Criteria: Non degree holder 5 year's PM experience OR Degree holder 3 year's project related experience

CAPM: No entry criteria

1. Learn the Project Framework
2. Understand Scope Management
3. Explain Time and Cost Management
4. Learn to be an effective PM using Quality Management and Human
5. Examine Risk and Procurement Management
6. Manage Stakeholders

CAPM & PMP is a registered mark of the Project Management Institute, Inc.

Project Management Institute
Registered Education Provider

QQI AWARD

Advanced Diploma

Advanced Project Management Qualification

Comprehensive and covers different methodologies

7 months, 6 modules, 6 exams

Entry Criteria:1-2 year's business experience or level 5 qualification in similar related field

1. Computers & Project Management
2. Managing Work & Costs
3. Nature & Organisation of Project Management
4. Learn to be an effective PM using Quality and HR Management
5. Purchasing & Materials Management
6. The Financial & Commercial Framework

Procurement & Supply

**10 Textbooks included at every level*

YEAR 1

Diploma

Level: 4 England broadly equivalent to level 6 Ireland

Entry Criteria: 1-2 year's business related experience OR a Certificate qualification

8 Months, 5 Units, 5 Exams

1. Contexts of Procurement & Supply D1
2. Business Needs in Procurement & Supply D2
3. Sourcing in Procurement & Supply D3
4. Negotiating & Contracting in Procurement & Supply D4
5. Managing Contracts & Relationships in Procurement & Supply D5 Sustainability

YEAR 2

Advanced Diploma

Level: 5 England/level 7 Ireland

Entry Criteria: CIPS Diploma or part completed

8 Months, 5 Units, 5 Exams

1. Management in Procurement & Supply AD1
2. Managing Risks in Supply Chains AD2
3. Category Management in Procurement & Supply AD3
4. Improving the competitiveness of supply chains AD4
5. Sustainability in Supply chains AD5



"Procurement and Supply is a highly rewarding niche career that offers lots of opportunities for graduates"

Donal Darcy, Senior Procurement Officer

YEAR 3

Professional

Level: 6 England/ level 8 Ireland

Entry Criteria: CIPS Advanced Diploma or part completed

8 Months, 5 Units, 5 Exams

1. Leadership PD1
2. Corporate & Business Strategy PD2
3. Strategic Supply Chain Management PD3
4. Supply Chain Diligence PD4
5. Programme & Project Management PD5

CIPS Centre of Merit

CIPS Chartered Institute of Procurement & Supply

CIPS is a global qualification recognised in over 100 countries. CIPS membership offer great benefits, excellent textbooks and resources.

Occupational Health & Safety

"Workplace Health & Safety is everyone's responsibility"

Alyn Deane, Senior Health & Safety Officer



Certificate

Internationally recognised Certificate

Credits: 16

Level: 3 England /level 5 Ireland

Entry Criteria: Open to various backgrounds

8 Months, 2 Units, 2 x 90 minute exams

1. Learn health and safety principles and practice
2. Implement workplace health and safety skills and duties in any employment sector
3. Be qualified to progress to the BSC Diploma

Unit 1 Principles of Health and Safety Management

Unit 2 Controlling Hazards in the Workplace

Diploma

Internationally recognised Diploma

Level: 6 England/ broadly equivalent to level 8 Ireland

Credits: 48

Entry Criteria: BSC Level 3 Certificate in H&S or comparable qualification, 3-5 year's health safety experience

11 Months, 3 Units, 2 Exams, 1 Assignment , 1 Major Project

Unit 1: Principles of Health and Safety Management

Unit 2: Safeguarding People's Health in the Workplace

Unit 3: Promoting a Positive Health and Safety Culture in the Workplace

BRITISH SAFETY COUNCIL

CSI & Criminology

Diploma

Plus **Criminology Level 5 QQI 5N2107 Component Award (11 weeks)**

11 weeks, 1 Exam, 2 Assignments

1. Learn the various steps involved in Crime Scene Investigation
2. Learn the art and recovery of trace evidence
3. Analyse fingerprints, hair and blood patterns
4. Understand crime and the theories of criminology
5. Learn the role of the criminologist
6. Understand the structure of the Criminal Justice System and courts

"CSI is all about the investigation and using the most up to date tools to carry out hugely varied casework"

Colette McGuigan, Criminal Enforcement Executive & Former CSI

QQI AWARD



CSI & Forensic Science

Advanced Diploma

Chartered Society of Forensic Sciences endorsed Global qualification

Entry Criteria: Certificate qualification in a related area or a CMI Diploma in CSI & Criminology

7 Months, 2 Assignments, 1 Exam

1. Understand how to Process a Crime Scene
2. Learn to recover trace evidence
3. Fingerprints, Tool marks, Firearms, Body fluids
4. Bloodstain patterns and DNA
5. Work with real CSI Kits when attending mock crime scenes
6. Conduct and present evidence and a Forensic Statement in the Criminal Court

Thomas Carey, Senior Crime Scene Manager, An Garda Siochana

The first course of its kind in Ireland, with real CSI practitioners

The Chartered Society of Forensic Sciences



Fashion Buying & Merchandising

"Fashion buying carried out properly, is an underestimated skill and profession that can lead to huge retail success"

Gail Kennedy, Buyer & Lecturer



Certificate

Fashion Buying & Merchandising Level 5

QQI 5N1445 Component Award

Level: 5 Ireland

Entry Criteria: Open to all with various backgrounds

Progress: Fashion Buying Advanced Diploma

11 weeks, 3 Assignments

1. Learn the fashion cycle
2. Research key retailers
3. Acquire procurement skills
4. Learn to source clothing
5. Prepare organisation charts
6. Develop seasonal calendars, Set out range plans, and financial range plans
7. Create Mood boards
8. Do a promotional plan for a fashion retailer
9. Develop your visual, merchandising and technical skills to succeed

QQI AWARD

Fashion Buying

Advanced Diploma

International Advanced Diploma

Entry Criteria: QQI Certificate in Fashion Buying & Merchandising and 2 + years experience in Fashion Retail

8 Months, 4 units

Unit 1: Fashion Buying Principles and techniques

Unit 2: Negotiating with Suppliers

Unit 3: Fashion Sourcing & Supply Chain Management

Unit 4: Digital Marketing & Promotion for Fashion

1. Learn Customer Profiling and consumer behaviour
2. Monitor trend history
3. Examine commercial range plans, garment technology, use of fabrics
4. Acquire costing and negotiation skills
5. Understand Merchandising & interpreting data
6. Learn to source suppliers
7. Use digital marketing techniques to promote ranges

Marketing, PR, Advertising & Sales

"Converting sales through a combination of channels is key to organisational success"

Sean Browne, Lecturer & Consultant



Diploma

Plus **Marketing Communications Level 6 QQI 6N4370 Component Award (10 weeks)**

Entry Criteria: Open to all with various backgrounds

6 units, 7 Months, 5 exams, 1 Project

1. Marketing Communications
2. Public Relations
3. The Principles of Sales
4. Selling & Sales Management
5. Advertising
6. Consumer & Buyer Behaviour

QQI AWARD

Sales Management

Advanced Diploma

Plus **Level 6 Component Award in Business Management - QQI 6N4310 (10 weeks)**

4 months, 1 Exam and 1 Project

1. Learn how to be an effective Sales Manager
2. Manage the sales force
3. Motivate the sales team and influence strategy
4. Train develop and coach sales staff
5. Manage promotion channels and digital strategy
6. Manage key accounts
7. Hold effective sales meetings
8. Deliver results and budgets on target

"Effective Sales Managers, simply achieve results through people"

Event Management Diploma

Course Overview:

- Acquire Event Fundamentals which is the basics of organising an event from start to finish.
- Learn to come up with creative event ideas and concepts for your event proposal.
- Learn how to hire paid contractors and unpaid volunteers. Draft a work breakdown schedule (WBS) with delegated duties.
- Understand event evaluation quality assurance and event risk management and control.
- Describe the logistics part of an event, running order, production, visitor management and registration.
- Understand the difference in organising indoor & outdoor events and technical and legal requirements.
- Learn to use current Marketing & PR Tools to promote an event and raise awareness.

QQI AWARD



"Great events don't just happen, there is the unique idea first, followed by careful planning and execution"

Alicia Hannon, Event Manager & Producer and Lecturer

Event Management Diploma

***Plus* Level 6 Event Management QQI Component Award (10 weeks) 6N4800**

Entry Criteria: Open to all with various backgrounds

3 Months, 1 Project

1. Event Management Fundamentals
2. Human Resource Management of Events
3. Quality Assurance, Risk Planning & Post-Event Evaluation
4. The Event Itself - Event Operational Management
5. Special Events - Indoor & Outdoor
6. Marketing & Public Relations of Events

Logistics & Supply Diploma

"Logistics is about doing it right every time, in a speedy manner"

Bernard Mc Sweeney, Supply Chain Manager



Diploma

Entry Criteria: Open to all with various backgrounds

Progress: CIPS Procurement & Supply Diploma

4 Months, 1 Project

1. Understand Logistics & the Supply Chain
2. Learn competitiveness through logistics and supply chain strategies
3. Just-in-time & Lean thinking
4. Examine Agile Supply Chain
5. Develop national and international partnerships in the supply chain

Retail Operations Management Diploma

Advanced Diploma

International Award

Entry Criteria: Open to all with various backgrounds

4 Months, 1 Project

1. Learn successful retail operations management
2. Store Environment & Merchandising
3. Inventory control
4. Promotions in Store
5. People Management
6. Consumer behaviour
7. Stock control
8. Finance and Cost Management
9. Sourcing & Supply chain management
10. Tactical approaches of different retailers
11. Conduct research via a variety of methodologies

Environmental Studies

"There is nothing more worthwhile, than working to preserve our environment and planet"

Dermot Guiney, Lecturer & Environmental Consultant



Certificate

Level 5 Component Award in Environmental Studies QQI 5N1442

Credits: 15

Entry Criteria: Open to various backgrounds

11 weeks, 1 Exam and 1 Project

1. Natural Resources
2. Population and Environment
3. Sustainable Development
4. Climate Change
5. Biodiversity
6. Regulation and Legislation
7. Environmental Management
8. Environmental protection and Environmental impact assessments

QQI AWARD

Environmental Management Diploma

Diploma

***Plus* Level 5 Component Award in Environmental Studies - QQI 5N1442 (10 weeks)**

Entry Criteria: 1-2 year's environmental/ health safety experience

7 months, 1 Assignment, 1 Project

Environmental Audit Project

Learn the skills and theory to be an effective Environmental Manager using environmental auditing skills

1. Environmental and Sustainability
2. Improving Social Performance
3. Environmental risk management
4. Environmental Management and Assessment
5. Controls on emissions to atmosphere
6. Water resources and waste management
7. Environmental Noise control
8. Hazardous substances
9. Land use & contamination
10. Energy Use and Environmental Audit
11. Conduct research via a variety of methodologies

More pathways to success

Facilities Management Diploma
Quality Management Diploma

Digital Marketing & Strategy Advanced Diploma
E-Commerce Diploma
Data Analytics Advanced Diploma

Investment & Capital Markets Advanced Diploma
Financial Trading Advanced Diploma

Purchasing & Procurement Certificate
Executive Coaching Advanced Diploma
Nutrition & Health Coaching Advanced Diploma
Nutritional Therapy Advanced Diploma

Journalism & Media Diploma
Addiction Studies Diploma
Child Psychology Diploma
Development Studies Diploma

Industry Qualifications to Advance your Professional Career

Nationally and Internationally recognised awards

National Framework of Qualifications

QQI AWARD

CIPS Centre of Merit

PMI Registered Education Provider Project Management Institute

BRITISH SAFETY COUNCIL

athe AWARDS FOR TRAINING AND HIGHER EDUCATION

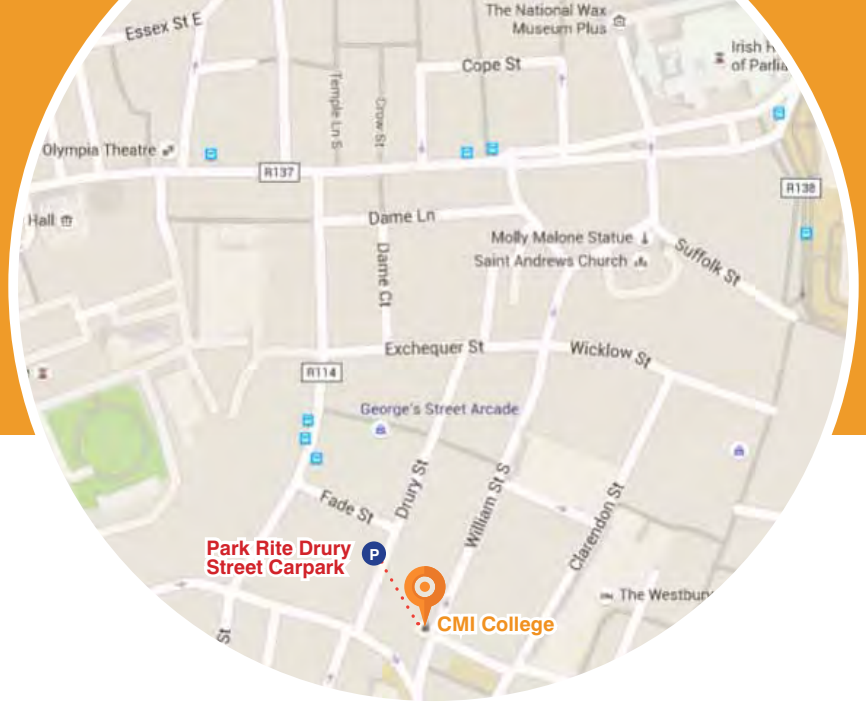
The Chartered Society of Forensic Sciences











- A **unique** Location
- A **space** to learn
- In the **heart** of the city
- **One night** per week

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